

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING **

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED

THROUGH

Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.

Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with Proposal for firms not currently prequalified with MDOT**

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL**." The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

Qualifications Review / Low Bid - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

Best Value - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

Low Bid (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID**." The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL/BID DUE DATE	TIME DUE
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
SPECIALTY SERVICES
Computer Office Technician
REVISED 9/30/11**

CONTROL SECTION(S): N/A

JOB NUMBER(S): N/A

PROJECT LOCATION: Statewide

DESCRIPTION OF WORK:

The Consultant shall provide, to the satisfaction of the Michigan Department of Transportation (MDOT), Computerized Office Technician (COT) Training Courses and COT Refresher Exam Courses at various locations throughout Michigan for **the training of consultant personnel** utilizing the MDOT FieldManager software program. The Consultant will be responsible for scheduling, preparing for, and conducting COT training and issuing certificates to students with passing scores. The Consultant will be responsible for attending all MDOT technical meetings pertaining to the COT training program (approximately four per year).

ANTICIPATED START DATE: December 2011

ANTICIPATED COMPLETION DATE: December 2014

PRIMARY PREQUALIFICATION CLASSIFICATION: N/A

SECONDARY PREQUALIFICATION CLASSIFICATION: N/A

DBE PARTICIPATION: N/A

KNOWLEDGE AND EXPERIENCE REQUIREMENTS:

Knowledge of payrolls per BOH IM
Contract modification - process, threshold
Records retention procedures
Filing system
Procedures outlined in construction manual
Procedures outlined in QA manual, Density manual, HMA manual
Knowledge of Material Source Guide
New documentation procedures
Prompt payment procedures
Knowledge of Fieldmanager

Testing procedures
Special, Supplemental Provisions
FHWA new CM procedures
Overdue finals
Final Estimate/project close-out procedures
Certified Office Tech
Knowledge of Construction Inspection
Knowledge of MS office
Knowledge of HMA, concrete and Bridge inspection
Testing requirements for HMA, concrete
Soil erosion procedures
Density testing
Force account procedures
Stockpiles

QUESTIONS:

Address all questions in writing by e-mail to the MDOT Project Manager (PM). All questions will be answered on the MDOT website where this RFP is posted (directly below the link for the RFP).

MDOT PROJECT MANAGER:

Germaine Kowatch
Technical Training Coordinator
MDOT – Bureau of Field Services
Construction and Technology Division
P.O. Box 30049
Lansing, MI 48909
417-322-1741
517-322-1034 (fax)
kowatchg@michigan.gov

The Consultant shall contact the PM prior to beginning any work on this Project.

CONSULTANT RESPONSIBILITIES:

The Consultant shall furnish all services necessary to conduct and complete the training courses described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards. The Consultant shall be an employee of the primary consulting firm responding to this RFP and not a subconsultant.

- A.** The Consultant's principal contact with the Department shall be through the designated Project Manager.
- B.** The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the COT training program AND COT Refresher Exam Courses of the Department.
- C.** The Consultant must demonstrate extensive knowledge and experience with FieldManager and COT in planning, preparation for, and conducting technical training classes.
- D.** The Consultant will furnish all services and labor necessary to conduct and complete the work for the services described herein. The Consultant will also furnish all materials, supplies, and incidentals necessary to perform the services (other than those designated in writing to be furnished by the Department). The services will be performed to the satisfaction of the Department consistent with applicable professional standards.
- E.** The Consultant's principle contact with the Department will be through the designated PM, or her designee.
- F.** The services described herein shall be financed by training fees determined by the consultant. The fees are to be on a per student basis. Projected per student cost will be submitted with this proposal (see attached bid sheet). The Consultant will comply with applicable federal and state laws, rules, and regulations.
- G.** The Consultant is responsible for all costs associated with the training.
- H.** The Consultant will notify the PM, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the PM.
- I.** The Consultant will provide the necessary personnel to adequately perform the requirements of this project within the specified timeframes.
- J.** At the request of the Department, the Consultant will furnish any and all information or data relating to the services and work products described herein. All work materials or products generated by the Consultant's staff while working for MDOT under this project are the sole property of MDOT, and must remain with MDOT's Technical Training Unit upon termination of this contract.
- K.** The work location for the Consultant's staff will be their office. MDOT will not pay mileage for the Consultant to travel to and from work or to attend required meetings.

CONSULTANT RESPONSIBILITIES cont'd:

Kick-Off Meeting: Within two weeks of award, the Consultant shall coordinate with the PM to schedule a meeting with MDOT's Project Team. At this meeting, project expectations will be discussed and documented for the following:

- Specific responsibilities pertaining to the training
- Quality assurance checks
- Other topics as necessary to ensure the successful delivery of the training

COT Training Classes: The Consultant will make arrangements for and conduct COT training classes AND COT Refresher Exam Courses as described herein.

- Provide all materials, equipment, supplies, and classroom accommodations.
- Provide the PM with resumes and experience of all instructors.
- Inform the PM of all personnel changes in reference to the instructor(s)
- Schedule, prepare for, and conduct COT courses using FieldManager.
- Attend meetings as directed by the PM.
- Verify students meet prerequisite of FieldManager training prior to the COT class.
- Provide all equipment and materials necessary to conduct all training classes.
- Plan for and make all arrangements for training classes.
- Provide all training materials.
- Conduct Training classes as needed. **Maximum of 15 participants per class.**
- Provide MDOT PM with a class list and grades
- Solicit, identify, and notify attendees of the training.
- Conduct final exam to students, grade, and **issue a certification to students who pass the exam.**
- Provide class evaluations to students and deliver copies to the PM
- Provide the PM with test scores for each attendee along with completed final exam sheets.

Prior to scheduling any COT training, the Consultant shall participate and observe an MDOT COT training course with a COTAG member.

Consultant Reports: Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:

- a. Class Attendance List
- b. Grade of each student
- c. Other records and/or reports as required by the PM as requested.

Project Close-Out Meeting – The Consultant will arrange a meeting with the PM to close-out the project.

COT ADVISORY GROUP (COTAG):

The COTAG provides input and guidance on the training. The COTAG consists of individuals throughout MDOT with a background in project administration and documentation. The PM and the COTAG make up the MDOT Project Team. Meetings will be held at MDOT's Construction and Technology Building in Lansing, MI, unless otherwise agreed upon by the PM.

The Consultant will carry out this training under the oversight of the MDOT Project Team. Throughout the duration of this project, the consultant will provide progress reports after each training session.

MDOT/COTAG RESPONSIBILITIES:

- Provide technical assistance to the consultant.
- Draft and approve updates to the COT AND COT Refresher Exam Course manuals.
- Attend all COT meetings.
- Provide the PM with all documents to be provided to the consultant.
- Responsible for content of training materials.
- Keep a master list of all class participants and their scores pertaining to COT AND COT Refresher Exam Courses training.
- Schedule and inform the COTAG and Consultant of all meetings.
- Provide Consultant with a master manual and all updates (electronic or otherwise).
- Provide Consultant with course exam and answers.

CONSULTANT PAYMENT:

There are no payments to the Consultant. This is a ZERO DOLLAR Contract.

CONFIDENTIAL INFORMATION:

Your reports and conclusions are for the confidential information of the State of Michigan and you will not disclose these conclusions, in whole or in part, to any unauthorized person without the prior written consent of the PM. Confidential information shall not include information (a) already lawfully known to or independently developed by you, (b) disclosed in published materials, (c) generally known to the public, (d) lawfully obtained from any third party, or (e) required to be disclosed by law.

SCORING CRITERIA FOR EVALUATION OF PROPOSALS:

Scoring and evaluation will be performed in accordance with MDOT's Consultant Vendor Selection Guidelines found at: http://michigan.gov/mdot/0,1607,7-151-9625_32842---.html. The guidelines are summarized below. Refer to the actual guidelines for a complete description of each criterion.

1. Understanding of Service**(35 Points)**

Describe your understanding of MDOT's needs. Describe the services you intend to provide to meet those needs. This information is to be based on the scope of services.

Include any task/activity you believe should be added to the scope of services or any task/activity in the current scope of services that you believe should be altered.

2. Qualification of Team

(55 Points)

The scoring of the qualifications of the team will be one score based on the structure of the team, their qualifications, and demonstrated staffing capacity of the company to meet our needs.

Structure of the Project Team

Describe the structure of the project team. Include the roles of all key personnel. Describe the use of any sub-consultants including the service to be provided, role, and percent of role the sub-consultant is expected to provide.

Experience of the Project Team

Describe the quality, extent, and relevance of experience of individuals assigned to the project team. Include their experience and knowledge of FieldManager and the Computerized Office Technician process. List the team's direct participation in other related projects, including the type and complexity of projects(s).

Provide resumes for each key staff. The format is discussed in Part V, B, 2 of the Consultant/Vendor Selection Guidelines. Go to: http://michigan.gov/mdot/0,1607,7-151-9625_32842---.html. Limit each resume to three (3) pages.

Availability of the Project Team

Provide a statement of the availability of key staff (MDOT Form 5100G) to provide services to MDOT and mitigation strategy should key staff no longer be available for this project.

3. Location

(5 Points)

Consideration will be given for the percentage of contracted work performed in Michigan. Provide the location of where the work will be performed.

4. Past Performance

(20 Points)

Provide references and examples of similar work performed for other agencies.

5. Student Cost

(20 Points)

The lowest projected per student charge will receive 20 points and the other bids will receive progressively lower points based on a percentage formula.

GENERAL ORGANIZATION INFORMATION

REQUIRED RESPONDENT INFORMATION

Please provide the following required respondent information. Failure to respond to each requirement may disqualify the respondent from further participation in this RFP.

RESPONDENT NAME AND ADDRESS: Provide name, address, principle place of business, telephone number of legal entity with whom the contract is to be written, and the web page address.

Name and Title:		
Address:		
City, State, Zip:		
Phone:	()	Facsimile: ()
Web Page:		

LOCATION ADDRESS

Address:	
City, State, Zip:	

ORGANIZATION AND YEAR:

Please provide the legal status and business structure (corporation, partnership, sole proprietorship, etc.) of the respondent and the year the entity was established.

Status:		Year:
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RFP CONTACT:

Please provide the following information of the respondent's RFP contact:

Name and Title:		
Address:		
City, State, Zip:		
Phone:	()	Facsimile: ()
Web Page:		

Bid Sheet

All entries on this page must be handwritten in ink or computer generated. This page provides for costs by payment category. This is provided as an example. Priced proposal costs may be required after selection, in accordance with the MDOT Priced Proposal Guidelines ([Guidelines](#)).

PROJECT DESCRIPTION: Computerized Office Technician (COT) Instructor

<u>Training Type</u>	<u>Per Student Rate</u>
COT Training Course:	\$_____
COT Refresher Exam Course:	\$_____
TOTAL BID PRICE:	\$_____